

FedMail[®] Contingency Guide for Fedwire[®] Services

Overview

The FedMail[®] service is used to deliver copies of Fedwire[®] Funds Service and Fedwire Securities Service (“Fedwire Services”) acknowledgments and advices to offline customers. Fedwire Securities Service customers may also choose to use FedMail to receive certain reports. Additional information about FedMail can be found on the [FRBservices.org](https://www.frb.org/services)[®] website.

The Federal Reserve Banks expect organizations that use FedMail to have contingency plans in place to help minimize the effects of service disruptions to their operations. All organizations conducting critical payment transactions should have contingency plans in place and test them regularly to help ensure resilience in the event of a service disruption.

About This Guide

This guide provides an overview of some of the issues that might result in a service disruption and contingency options to help minimize the impact of a service disruption on your operations. A service disruption may be triggered by problems in equipment or technology used or provided by several different entities, including but not limited to the Federal Reserve Banks, your organization, your Internet Service Provider (ISP) or a third-party service provider.

This guide addresses some of the most common contingency scenarios; however, it is not intended to provide a complete list of contingency scenarios. You should work with your internal technology and risk management teams to develop a detailed contingency plan that best meets your organization’s needs.

This guide should be used as a supplement to your organization’s business continuity and disaster recovery plans. For more information about how to plan for business continuity, please review the [Fedwire Funds Service Business Continuity Guide](#) and the [Fedwire Securities Service Business Continuity Guide](#).

Please report service disruptions to the Customer Contact Center (CCC) at (888) 333-7010. The CCC is a team of trained specialists providing technical support for electronic access channels and is equipped to provide support in contingency situations; the extent to which support can be provided depends highly on your organization’s level of preparation for such events. The CCC is committed to providing a high level of service during contingency situations and will take all reasonable measures to assist customers; however, immediate resolution may not be possible.

Preparing for a Service Disruption

Multiple FedMail Recipients

Set up your FedMail service for Fedwire-related information with multiple recipients in case one of the designated recipients is unavailable. You may also use a shared mailbox address to receive copies of Fedwire advices, acknowledgments, and reports to reduce the risk of a recipient’s not being available to access them. An individual on your organization’s Official Authorization List (OAL) can submit a [FedMail Request Form](#) to add one or more recipients.

Secondary Internet Service Provider (ISP)

Utilize a secondary ISP in case your primary ISP experiences connectivity issues. A secondary ISP connection at your primary site may enable your organization to continue to receive Fedwire-related information via FedMail if your primary ISP experiences a disruption. Contracting with a secondary ISP at a contingency site may enable your organization to continue receiving the information it needs related to Fedwire transactions even if your primary site and primary ISP experience disruptions.

Responding to a Service Disruption

Your FedMail recipients are unavailable

If the designated FedMail recipients in your organization are not available, an individual on the OAL can submit a [FedMail Request Form](#) to add one or more recipients. You may wish to include a shared mailbox address to reduce the risk of a recipient not being available to access emails sent via FedMail. Please note that a shared mailbox address cannot be used to receive code words for the Fedwire Funds Service.

It may be possible to accommodate your request to add new recipients the same day that you submit the request. Once the form has been submitted, please contact the CCC at (888) 333-7010 and select option 1 if you need your request expedited. Please note that because service disruptions are often related to natural disasters that can affect communications, it is especially important for any individual listed on the OAL to have an after-hours number on record with the Federal Reserve Banks so that the CCC can perform call-backs necessary to process your request.

Your primary ISP is experiencing a service disruption

Activate your secondary ISP failover plans. If that is not possible, you should contact Fedwire Customer Support at (800) 327-0147 to discuss options for temporary delivery of copies of Fedwire advices, acknowledgments, and reports.

To help ensure timely delivery of these documents, please ensure that the offline code word list assigned to your institution by the Federal Reserve Banks has been acknowledged, and that you have a [current list of authorized individuals](#) with primary and contingency telephone numbers on file with the Fedwire Customer Support area.

FedMail or the Fedwire Services are experiencing a service disruption

Check the status of FedMail and the Fedwire Services on the [Service Status](#) page of FRBservices.org.

If you are not receiving email notifications of your encrypted Fedwire acknowledgements or advices, you may retrieve encrypted messages through your [Federal Reserve Financial Services Encrypted Messaging Center account](#). Contact the CCC at (888) 333-7010 and select option 1 if you have questions related to this capability.

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